# SOP No. 17

# Executive Committee Officer Functions.

The officers of the Executive Committee are in effect managers with particular areas of responsibility working under the coordination of the Chair. All major decisions are collective decisions at Executive Committee meetings. All day to day running decisions are made by the particular officer with reference to good practice, Guild SOPs and reported to the next Executive Committee meeting.

**Chair**

1. To ensure that the Constitution is upheld and that the Aims and Objectives of the Guild are being pursued.
2. To ensure that the Executive Committee and individual officers carry out their functions according to the Constitution and as stated in these SOPs.
3. To ensure that all voices are heard at Executive Committee meetings.

**Vice-Chair**

1. To act as Chair when required – in the absence of the Chair.
2. To perform any duties that the Chair may delegate.

**Honorary- Secretary**

1. To prepare accurate minutes of all Executive Committee meetings.
2. To call Executive Committee meetings and notify Executive Committee members accordingly.
3. To circulate minutes of all Executive Committee meetings to other officers.
4. To prepare an Agenda and any relevant reports for meetings of the Executive Committee.
5. To correspond on behalf of the Executive Committee.
6. To prepare and distribute all material required by the Constitution regarding the AGM and any EGMs.
7. To keep these SOPs up to date as required.
8. To prepare reports for the Executive Committee as required.
9. Liaise with the Guild Insurance Brokers/Company on all issues related to Guild activities.
10. Communicate with Chapter Officers all requirements, restrictions and limitations of the Guild insurance.

**Honorary- Treasurer**

1. To manage all Guild funds
2. To prepare monthly financial reports for the Executive Committee.
3. To prepare the Guild Financial Report for the year.
4. To liaise with the Guild Auditors
5. To manage all financial aspects of the Annual Seminar.
6. Ensure that the premium for the Guilds insurance is paid when renewal is approved by the Executive Committee or the nominated delegated officer.
7. To invoice Journal advertisers and to pursue invoice payments.

**Membership Secretary**

1. To ensure that the Guilds membership is accurate.
2. To issue Membership Cards to new and renewing members.
3. To issue Membership Cards annually to Life members.
4. To prepare mailing labels/file for Hon. Secretary and Journal Editor as required.
5. To liaise as required with the Honorary Treasurer on all issues relating to membership.

**Journal Editor**

1. To manage all aspects of the Journal production including, but not limited to:
	1. Sourcing and writing material for articles
	2. Securing advertising in liaison with Advertising Manager
	3. Sourcing news and reports from Guild members, Chapter Officers, other woodturners and other organisations.
2. To ensure, with the aid of the Advertising Manager that the Journal be financed to the highest possible percentage by advertising, while ensuring that advertising generally never exceeds 30% of the Journals overall space.
3. To work in close cooperation with the Advertising Manager and to ensure the proper functioning of the Advertising Manager.

**Webmaster/Website Manager**

1. To manage all aspects of the Guild website, including, but not limited to;
	1. Source content of interest to Guild members
	2. Recruit and train assistants as required.
	3. Evaluate and propose enhancements to the Guild website.
	4. Implement/manage implementation of approved website enhancements.
	5. In the absence of a Social Media resource, assist the Hon. Secretary in providing fresh content for the Guilds Facebook presence and website.